

OCCUPATIONAL OUTLOOK: MONTEREY COUNTY

1997

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COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM**

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**MONTEREY COUNTY PRIVATE INDUSTRY COUNCIL,
STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT
DEPARTMENT, CALIFORNIA OCCUPATIONAL INFORMATION
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P R E F A C E

In 1989, the California State Employment Development Department (EDD) awarded the Monterey County Private Industry Council a grant to participate in the State/Local Labor Market Information Program. After years of refinement, the program was expanded in 1996 to cover every county in the state.

The official title of the program is the California Cooperative Occupational Information System (CCOIS). The program's objective is to utilize appropriate resources and expertise at both the local and state levels in the collection, analysis and dissemination of occupational information. Such information is most often used as a guide in the development of training programs and for career counseling. The information provided is also helpful for business and government planning.

This December 1997 report includes summaries of 20 occupations available in Monterey County. Of these, 12 are occupations studied for the first time; and eight are previously surveyed occupations. The information is based on confidential surveys with area employers, supplemented by additional data obtained from other organizations, including representatives of vocational schools, unions, apprenticeship programs, and professional associations.

The research methods used to produce this report were designed to provide reliable data. One of the features of the program is that it provides a forum for community participation in which the survey occupations are selected and the scope of the study is determined. While most of the research is conducted at the local level, EDD's Labor Market Information Division (LMID) is responsible for setting policy, for providing occupational projections, computer generated samples and technical assistance.

We hope you find this report informative. Please direct any questions to the Private Industry Council LMI Coordinator at (408) 755-5429.

The Private Industry Council and its staff wish to express sincere appreciation to all the employers and others who participated in this valuable community project.

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INTRODUCTION

The information presented here was collected and analyzed as a function of a partnership between state and local agencies. Staff of the Monterey County Private Industry Council, with assistance from the California State Employment Development Department (EDD), prepared this material. Questions regarding the material in this report should be directed to Philip Livingston, Labor Market Information Coordinator, at (408) 755-5429.

Information provided in the Occupational Summaries portion of this report applies specifically to Monterey County. The occupations presented were selected for study by local users of occupational information. These users include vocational program administrators, planners, and counselors. The purpose of this report is to provide information for labor market decisions, including career planning, personnel management, and vocational training program planning. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. However, omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time. Different occupations will be selected for study in successive years.

Following are descriptions of each section of the Occupational Summaries.

OCCUPATION

Occupations are grouped by cluster and listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, updated for California as of July 1993. One occupation for which an OES code does not currently exist was studied: *Massage Therapists*. Occupations were selected for survey based on the needs of local users of occupational information.

WAGES

The wage data enable comparison of salaries across occupations expressed in salary range and median wage. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and contracts with unions, with extreme answers excluded. Nonunion wage ranges are rounded to the nearest \$0.25. Wage data were collected during the time period shown in parentheses, and reflect the following definitions:

- New hires, no experience - The wages of persons trained but with no paid experience in the occupation.
- New hires, experienced - The starting wage paid to journey-level or experienced persons just starting at the firm.
- Experienced, after 3 years - The wages generally paid to persons with three years' journey-level experience at the firm.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

This section presents the amount and kinds of work experience and education required by surveyed employers. Employers were asked in which languages they preferred fluency. Also included are preferences of employers on a scale of 0 to 3 for entry level technical skills and other qualifications. Skills data are presented on the basis of arithmetic averages of employer responses for Questions 100-122 of the questionnaire. Skills are reported as “Most Important” (range 2.25-3.00) and “Very Important” (range 1.50-2.24).

When reference is made to **all**, **almost all**, **most**, **many**, **some**, or **few**, the following guidelines have been applied:

- All - this reflects 100 percent of the survey respondents or their employees;
- Almost all - this reflects 80-99 percent of the survey respondents or their employees;
- Most - this reflects 60-79 percent of the survey respondents or their employees;
- Many - this reflects 40-59 percent of the survey respondents or their employees;
- Some - this reflects 20-39 percent of the survey respondents or their employees;
- Few - this reflects less than 20 percent of the survey respondents or their employees.

Information on training programs listed in *Monterey County Vocational Training Directory 1996* is provided in the occupational summaries as appropriate.

SUPPLY/DEMAND ASSESSMENT

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the supply/demand situation found in the area are defined as

- Great difficulty** - Demand is considerably greater than supply of qualified applicants.
Employers often cannot find qualified applicants when an opening exists.
- Some difficulty** - Demand is somewhat greater than the supply of qualified applicants.
Employers may have some difficulty finding qualified applicants at times.
- Little difficulty** - Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
- No difficulty** - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

This section lists supply/demand terms separately for experienced and inexperienced workers.

SIZE OF OCCUPATION

The term used to describe the size of a particular occupation relates to its estimated number of workers in the county. Occupational size in Monterey County is measured using the following scale:

Small	Less than 178
Medium	178-354
Large	355-769
Very large	770 and above

The range provided in the Occupational Summaries represents the seven-year forecast prepared by EDD for the period 1993-2000.

EMPLOYMENT TRENDS

In most cases, one of several standard terms will describe the expected growth rate for the outlook period relative to a projected Monterey County average growth of 15.6%, as follows:

- Much faster than average = 1.5 times average or more
- Faster than average = 1.1 to, but not including 1.5 times average
- Average = 0.9 to, but not including 1.1 times average
- Slower than average = Less than 0.9, but greater than zero
- No significant change, or remain stable = Zero
- Slow decline = Less than zero

Unless otherwise noted, employment trends are based on EDD projections for the seven-year period 1993-2000, and are subject to many unforeseen factors. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training requirements.

OTHER INFORMATION

Other information that may be listed in this document includes: typical industry concentrations; hours of work; concentration of on-call, seasonal, or temporary workers; recruitment practices; and the typical number of hours worked per week in an occupation.

EDD prepared California Occupational Guides are available for many occupations. The Guides list Dictionary of Occupational Titles (D.O.T.) codes for each occupation covered. If one such Guide is available for an occupation presented here, or an occupation related to the one reported, the number of the Guide is shown in this report on the last line.

USES OF LABOR MARKET INFORMATION

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment and training, and placement data, as well as occupational size and expected growth rates. Program planners can use these data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can market their programs effectively by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. As stated in the Preface, to maximize the use of this information, please contact the labor market information unit of the Monterey County Private Industry Council at (408) 755-5429.

Occupational Outlook Reports are also available on the World Wide Web
(<http://www.calmis.cahwnet.gov>).

LIST OF SURVEY OCCUPATIONS

The following occupations may be found in the Occupational Summary on the page number indicated.

PAGE NUMBER

OCCUPATION

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8	Dining Room and Cafeteria Attendants and Bartender Helpers
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HEALTH SERVICES OCCUPATIONS

12	Cardiology Technologists
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25	Law Enforcement and Related Occupations (Table)
26	Correction Officers and Jailers
28	Guards and Watch Guards
30	Police and Detective Supervisors
32	Police Detectives
34	Police Patrol Officers
36	Sheriffs and Deputy Sheriffs

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COMBINED FOOD PREPARATION AND SERVICE WORKERS

DEFINITION

Combined Food Preparation and Service Workers do both food preparation and food service. Workers who spend more than 80 percent of their time in only one of these two areas are not included. **(OES 650410)**

Alternate titles reported by employers include: *Crew Person, Crew Member, Deli Help, Counter Help, Sandwich Maker, Food Handler, Deli/Bakery Clerk, Food Court Employee.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many workers have less than a high school diploma, and many are high school graduates or equivalent.

Experience and Qualifications: Many employers do not require related work experience; although many firms at least sometimes require

1 to 6 months of work experience. All firms are

at least sometimes willing to accept training in lieu of experience. Few firms seek employees with general familiarity in the use of computerized cash register equipment. All responding employers prefer fluency in English and many also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**
Technical - Ability to make change; Ability to operate a cash register; Fry cooking skills; Short-order cooking skills; Food preparation skills.

Physical - Ability to work rapidly; Ability to lift 30 lbs. repeatedly; Ability to stand continuously for 2 or more hours.

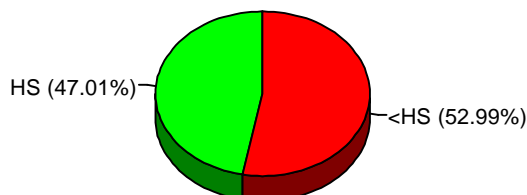
Personal or Other - Public contact skills; Willingness to work with close supervision.

Basic - Ability to follow oral instructions; Oral communication skills; Ability to read and follow instructions.

Rated as **VERY IMPORTANT:** Ability to work independently; Basic math skills; Ability to write legibly.

Education of Recent Hires

Combined Food Prep. & Service Workers



New Skills: Employers indicate an increasing need for computer skills as point of sales systems are installed.

Training: Some employers require 1 to 3 months of formal training, which is available at Mission Trails Regional Occupational Program and local community colleges.

SIZE OF OCCUPATION

Very large (1,110-1,300)

EMPLOYMENT TRENDS

Faster than average growth (17.1%)

Many firms reported growth in this occupation during the last year, and many reported that employment remained stable. Almost all employers predict that occupational employment will grow over the next three years due to business and population growth and an improving economy, but a few predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers, but little difficulty in finding inexperienced workers.

COMBINED FOOD PREPARATION AND SERVICE WORKERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$5.00 to \$7.75/hr Median: \$5.00/hr

New Hires, Experienced: \$5.00 to \$10.00/hr Median: \$5.50/hr

Experienced, 3 Yrs w/Firm: \$5.50 to \$14.00/hr Median: \$7.00/hr

Full-time: Almost all firms provide paid vacations, medical insurance to full-time workers. Most provide dental insurance, life insurance, paid sick leave. Many provide vision insurance and some firms provide retirement plans. **Part-time:** Some firms provide paid vacations, paid sick leave, medical insurance, dental insurance, vision insurance, life insurance to part-time workers. Few provide a retirement plan.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: fast food restaurants, supermarkets, caterers, delicatessens.

OTHER INFORMATION

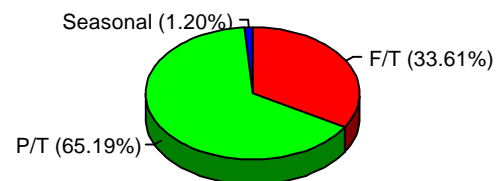
Hours: Most are part-time, averaging 19 hours/week. Some full-time positions, averaging 38 hours/week. Few seasonal opportunities, averaging 37 hours/week.

Vacancies: This a high turnover occupation. Most workers were hired in the last 12 months. Most were to fill vacancies from employees leaving. A few were hired because of promotions, or to fill new positions, or were temporary hires. Almost all firms promote from this occupation to crew leader or management positions; few do not promote.

Recruitment: Many firms recruit through current employees' referrals, hire unsolicited applicants, or recruit through newspaper advertisements, and/or other resources, e.g., job fairs. Some recruit through public school or program referrals, the Employment Development Department. Few recruit through in-house promotion or transfer, union halls, private employment agencies, and/or private school referrals.

Employment Status

Combined Food Prep. & Service Workers



Unionization: Unionization is negligible (less than 10%).

Gender: Many employees in this occupation are women and many are men.

RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 311.472-010 Fast-Foods Worker.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #42, #93, #331, #366, and #523

DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

DEFINITION

Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables. **(OES 650140)**

Alternate titles reported by employers include: *Busperson, Busser, Food Service Assistant, Runner, Steward, Banquet Set-Up, Food Service Aide.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires are high school graduates or equivalent, and many have college but no degree. Few have not completed high school.

Experience and Qualifications: Almost all firms at least sometimes require 3 to 12 months of related work experience, but will sometimes accept training in lieu of experience. Few never require experience and few will not accept training as a substitute. Few firms currently seek workers with computer skills, but computerized menu/order taking is reported as an emerging skill for this occupation. All responding employers prefer fluency in English, and some also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

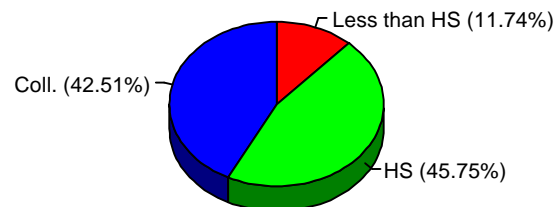
Physical - Ability to stand continuously for two or more hours.

Personal or Other - Public contact skills; Ability to work independently; Willingness to work with close supervision.

Basic - Ability to follow oral instructions; Oral communication skills; Ability to read and follow instructions; Basic math skills.

Education of Recent Hires

Dining Room Attendants



Other qualifications listed by employers include: High standards of personal cleanliness; Knowledge of sanitary work environment; Ability to work rapidly under pressure; Ability to handle multiple food orders in a timely fashion; Ability to fill coffee and tea dispensers.

Training: A few employers require 1 to 6 months of formal training. Training is available at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very large (800-970)

EMPLOYMENT TRENDS

Faster than average growth (21.3%)

Many firms report that occupational employment remained stable during the last year, and many report growth due to expansion of facilities and increased business. Most firms predict that employment will remain stable over the next three years, and some predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report little difficulty in finding fully experienced and qualified workers, and also little difficulty in finding inexperienced workers who meet their requirements.

DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Tips are included.

Union

New Hires, No Experience:	\$5.00 to \$10.28/hr	Median: \$7.65/hr
New Hires, Experienced:	\$5.00 to \$10.28/hr	Median: \$7.82/hr
Experienced, 3 Yrs w/Firm:	\$5.00 to \$11.00/hr	Median: \$8.66/hr

Nonunion

New Hires, No Experience:	\$5.00 to \$16.00/hr	Median: \$7.25/hr
New Hires, Experienced:	\$5.00 to \$16.00/hr	Median: \$7.25/hr
Experienced, 3 Yrs w/Firm:	\$5.00 to \$16.00/hr	Median: \$9.36/hr

Full-time: All employers provide medical insurance, dental insurance to full-time workers. Almost all provide paid vacations. Most provide vision insurance, life insurance, retirement plans, paid sick leave.

Part-time: Some firms provide medical insurance, dental insurance, vision insurance, paid vacations, paid sick leave to part-time workers. Few provide retirement plans.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: public school districts, hotels, restaurants.

OTHER INFORMATION

Hours: Most work full-time, averaging 29 to 39 hours/week. Some part-time opportunities, averaging 20 hours/week. Few temporary/on call opportunities, averaging 15 hours/week.

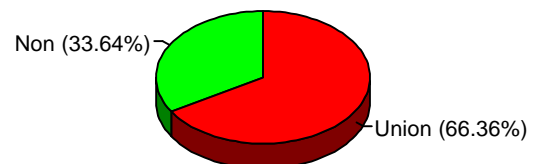
Vacancies: Many vacancies result from employees leaving; few occur because of promotion, new positions, temporary hires. Almost all firms promote from this occupation to positions such as host/hostess, server, lead, etc. Few do not promote.

Recruitment: Almost all firms recruit through current employees' referrals. Most recruit through newspaper advertisements and/or hire unsolicited applicants. Some recruit through the Employment Development Department; few through in-house promotion or transfer, public school or program referrals.

Unionization: Most employees in this occupation are union members, but some are nonunion.

Gender: Many employees in this occupation are men and many are women.

Union Membership Dining Room Attendants



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 311.677-010 Cafeteria Attendant, 311.677-018 Dining Room Attendant, 312.687-010 Bartender Helper, 319.687-010 Counter-Supply Worker.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDES #42 and #523**

FOOD PREPARATION WORKERS

DEFINITION

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen. **(OES 650380)**

Alternate titles reported by employers include: *Prep Cook, Prep Chef, Pantry Chef, Cook Helper, Deli Cook, Station Attendant.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires are high school graduates or equivalent. Some have not completed high school.

Experience and Qualifications: Almost all firms at least sometimes require 4 to 24 months of related work experience, but are willing to accept training in lieu of experience. Some never require prior experience. Firms do not currently seek workers with computer skills. Almost all responding employers prefer fluency in English and some also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

Technical - Knowledge of sanitary work environment; Ability to handle multiple food orders in a timely fashion.

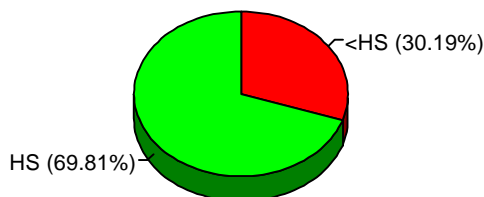
Physical - Ability to stand continuously for 2 or more hours; Ability to work rapidly; Ability to lift at least 30 lbs. repeatedly.

Personal or Other - Ability to work under pressure; High standards of personal cleanliness; Ability to work independently; Willingness to work with close supervision; Public contact skills.

Basic - Ability to follow oral instructions; Ability to read and follow instructions; Oral communication skills.

Education of Recent Hires

Food Preparation Workers



Rated as **VERY IMPORTANT**: Sandwich making skills; Salad making skills; Food handler certification; Basic math skills; Ability to write legibly; Ability to operate a cash register.

Other qualifications listed by employers include honesty and teamwork orientation.

New Skills: Employers report an increasing need for customer service skills, knowledge of food safety issues, and better math and reading skills.

Training: Training is available at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very large (2,090-2,670)

EMPLOYMENT TRENDS

Much faster than average growth (27.8%)

Most firms report that occupational employment remained stable during the last year and some report growth. Most predict that employment will remain stable over the next three years and many predict growth because of increased business activity.

SUPPLY/DEMAND ASSESSMENT

Employers report a little difficulty in finding fully experienced and qualified workers, and some difficulty in finding inexperienced workers who meet their requirements.

FOOD PREPARATION WORKERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Tips are exceptional for this occupation and are not included.

New Hires, No Experience: \$5.00 to \$9.25/hr Median: \$6.00/hr

New Hires, Experienced: \$5.00 to \$10.00/hr Median: \$7.50/hr

Experienced, 3 Yrs w/Firm: \$6.50 to \$14.00/hr Median: \$8.00/hr

All firms surveyed provide medical insurance to full-time workers; most provide dental insurance, life insurance, paid vacations, retirement plans. Many provide vision insurance, paid sick leave.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include:
restaurants, catering firms, hotels.

OTHER INFORMATION

Hours: Most work full-time, averaging 32 to 38 hours/week. Few part-time opportunities, averaging 24 hours/week; few temporary/on call, averaging 19 hours/week and few seasonal, averaging 30 hours/week.

Vacancies: Most vacancies result from employees leaving; few are because of promotions, new positions, or temporary appointments. Most firms promote to cooks and management from this occupation, but some do not.

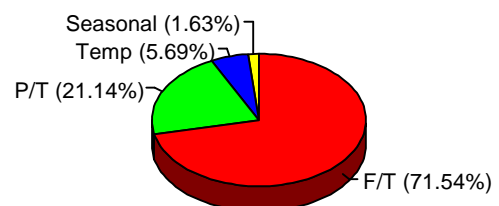
Recruitment: Most firms recruit through newspaper advertisements, current employees' referrals. Many recruit through in-house promotion or transfer. Few recruit through the Employment Development Department and/or hire unsolicited applicants.

Unionization: Unionization is negligible; less than 10 % of reported workers are union members.

Gender: Most employees in this occupation are men, but some are women.

Employment Status

Food Preparation Workers



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 311.674-014 Raw Shellfish Preparer; 313.684-010 Baker Helper; 313.687-010 Cook Helper, Pastry; 316.661-010 Carver; 316.684-010 Butcher, Chicken and Fish; 316.684-014 Deli Cutter-Slicer; 317.384-010 Salad Maker; 317.664-014 Sandwich Maker; 317.684-010 Coffee Maker; 317.684-014 Pantry Goods Maker; 317.687-010 Cook Helper; 318.687-010 Kitchen Helper; 318.687-014 Scullion; 318.687-018 Silver Wrapper; 319.484-010 Food Assembler, Kitchen.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #42, #93, #331, #366, and #523

CARDIOLOGY TECHNOLOGISTS

DEFINITION

Cardiology Technologists conduct tests of pulmonary and/or cardiovascular systems of patients to diagnose pulmonary and/or cardiovascular disorders. They may conduct or assist in electrocardiogram, cardiac catheterization, pulmonary-function, lung capacity and similar tests. **(OES 329250)**

Alternate titles reported by employers include: *Cardiology Technician, EKG Technologist, Cardiopulmonary Technician, Echo Tech - Cardiology, Cardiac Ultrasound Technician, Cardiovascular Technologist.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires have attended college, but have no degree.

Experience and Qualifications: Many employers usually require 6 to 48 months of related work experience, but all at least sometimes accept training in lieu of experience. Most firms seek workers in this occupation with computer word processing skills and some with database skills. All responding employers prefer fluency in English and most prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:** **Technical** - Knowledge of anatomy; Data entry skills; General clerical skills; Ability to follow emergency procedures; Ability to assemble and use medical equipment; Ability to perform CPR; Ability to administer an electrocardiograph (EKG) test; Ability to administer treadmill testing; Ability to detect complications in patients; Ability to write effectively.

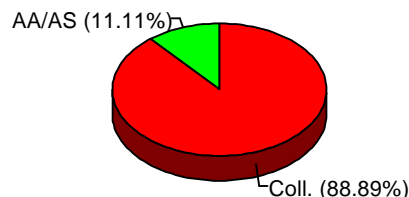
Physical - Good vision; Good physical condition; Ability to stand continuously for 2 or more hours.

Personal or Other - Ability to relate to patients; Ability to work independently; Willingness to work with close supervision; Willingness to work evenings.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills; Basic math skills.

Education of Recent Hires

Cardiology Technologists



Rated as **VERY IMPORTANT:** Ability to transcribe medical records and reports.

New Skills: Some employers project a growing need for more computer skills, strong patient assessment, and protocol therapy.

Obsolete: Becoming obsolete are manual EKG systems, routine med neb therapy, and incentive spirometry.

Training: Some employers require 12 to 48 months of training for this occupation.

SIZE OF OCCUPATION

Small (10-35)

EMPLOYMENT TRENDS

No significant change (0.0%)

Almost all employers surveyed report that occupational employment remained stable during the last year. Almost all predict that employment will remain stable over the next three years.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully qualified and experienced workers, but little difficulty in finding inexperienced workers.

CARDIOLOGY TECHNOLOGISTS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Union

New Hires, No Experience:	\$12.02 to \$13.14/hr	Median: \$12.58/hr
New Hires, Experienced:	\$13.79 to \$15.28/hr	Median: \$14.54/hr
Experienced, 3 Yrs w/Firm:	\$14.48 to \$17.00/hr	Median: \$15.74/hr

Nonunion

New Hires, No Experience:	\$11.25 to \$25.00/hr	Median: \$16.39/hr
New Hires, Experienced:	\$12.25 to \$25.00/hr	Median: \$16.39/hr
Experienced, 3 Yrs w/Firm:	\$13.50 to \$25.00/hr	Median: \$20.49/hr

Full-time: All responding employers provide medical insurance, paid sick leave, paid vacations, retirement plans to full-time workers. Almost all provide dental insurance, life insurance; many provide vision insurance. **Part-time:** Most employers provide medical insurance, dental insurance, life insurance, paid sick-leave, paid vacations, retirement plans to part-time workers; many provide vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals, offices of physicians.

OTHER INFORMATION

Hours: Many are temporary or on call, averaging 21 hours/week. Some work full-time, averaging 32 to 42 hours/week, and some work part-time, averaging 25 hours/week.

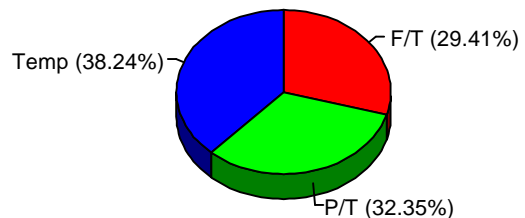
Vacancies: Some filled vacancies are temporary positions; some result from employees leaving, promotions, and new positions. Many firms promote from this occupation to positions such as Senior Cardiology Technologist and management. Many do not promote.

Recruitment: Almost all firms recruit through newspaper advertisements. Most recruit through current employees' referrals, and many through in-house promotion or transfer. Some recruit through professional publications and/or hire unsolicited applicants.

Unionization: Most workers in this occupation are union members and some are nonunion.

Gender: Most employees in this occupation are women, but some are men.

Employment Status Cardiology Technologists



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 078.362-030 Cardiopulmonary Technologist; 078.362-050 Special Procedures Technologist, Cardiac Catherization; 078.362-062 Stress Test Technician; 078.161-014 Cardiopulmonary Technologist, Chief.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #538 and #2002E

HOME HEALTH CARE WORKERS

DEFINITION

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered.

Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers are included. **(OES 660110)**

Alternate titles reported by employers include: *Companion, Certified Home Health Aide, Home Health Aide, Personal Care Attendant, Care Provider, Personal Assistant, Care Giver.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have college but no degree.

License: Home Health Aides with (1) 65 hours of supervised clinical training, and (2) 55 hours of classroom training may obtain a Lifetime Certificate from the Department of Health Services, Nurse Assistant Certification Section, 1800 3rd St., Suite 210, Sacramento, CA 95814. No fee is required.

Experience and Qualifications: Almost all firms always or usually require 6 to 12 months of related work experience. Many at least sometimes accept training in lieu of experience, but many do not. Employers do not currently seek workers with computer skills. All responding firms prefer fluency in English. Most also prefer fluency in Spanish and a few prefer fluency in Filipino-Tagalog.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

Technical - Ability to apply transferring techniques moving patients; Ability to write effectively; Ability to prepare meals; Possession of an HHA Certificate; Possession of a Certified Nurse Assistant qualification; Certificated to perform CPR; Possession of a valid driver's license.

Physical - Ability to pass a pre-employment

medical examination.

Personal or Other - Ability to work independently; Possession of a reliable vehicle.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Other qualifications reported include: Honesty; Professionalism; Ability to read medicine bottles; Ability to get along with elderly people; Good and clean housekeeping skills; People-person, compassionate, patient; Flexibility; Ability to make decisions regarding patient care quickly.

Training: Most employers require state certification, many requiring 2 to 6 months of training. Training may be obtained at local adult schools, community colleges and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Medium (210-290)

EMPLOYMENT TRENDS

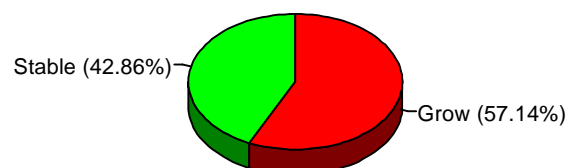
Much faster than average growth (38.1%)

Many firms report that occupational employment remained stable during the last year. Some report growth and some report decline. Most firms predict growth over the next three years because of an increasingly elderly population, and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is a little difficult to find both fully experienced and qualified and inexperienced workers.

Projected Employment - Next 3 Years
Home Health Care Workers



HOME HEALTH CARE WORKERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$5.75 to \$11.00/hr	Median:	\$7.50/hr
New Hires, Experienced:	\$5.75 to \$11.00/hr	Median:	\$8.00/hr
Experienced, 3 Yrs w/Firm:	\$6.25 to \$15.00/hr	Median:	\$10.00/hr

Full-time: Almost all firms provide medical insurance and dental insurance to full-time workers. Most provide paid vacations, paid sick leave, retirement plans. Many provide life insurance; some provide vision insurance. **Part-time:** Some firms provide medical insurance, dental insurance, paid sick leave, paid vacations, retirement plans, life insurance to part-time workers. Few provide vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: home health services organizations, general hospitals, convalescent hospitals, senior care homes.

OTHER INFORMATION

Hours: Most are part-time, averaging 32 hours/week. Some full-time opportunities, averaging 40 hours/week, and few temporary/on call positions, averaging 20 hours/week.

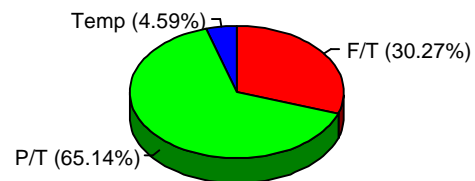
Vacancies: Almost all vacancies result from the creation of new positions. Few hires are temporary and few result from employees' leaving. Many firms promote from this occupation to positions such as staff coordinator and medical secretary. Many do not promote.

Recruitment: Almost all firms recruit through newspaper advertisements. Many recruit through current employees' referrals. Some hire unsolicited applicants and/or recruit through public school or program referrals, private school referrals, the Employment Development Department.

Unionization: This occupation is nonunion.

Gender: Almost all employees in this occupation are women; few are men.

Employment Status Home Health Care Workers



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 354.377-014 Home Attendant.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #442, #461, and #2002B

MASSAGE THERAPISTS

DEFINITION

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body conditioning or treatments. **(NON-OES 334374999)**

Alternate titles reported by employers include: *Kinetic Therapist, Certified Massage Therapist, CMT, Masseur/Masseuse Personal Trainer.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires are high school graduates or equivalent and many have attended college but have no degree. Some have an AA degree.

License: Almost all employers require certification through the American Massage Therapy Association (AMTA) or the American Board of Massage Practitioners (ABMP).

Experience and Qualifications: Most firms usually or always require 6 to 36 months of related work experience, but most will sometimes accept training in lieu of experience. Computer skills are not sought. All responding employers prefer fluency in English and some prefer fluency in Spanish.

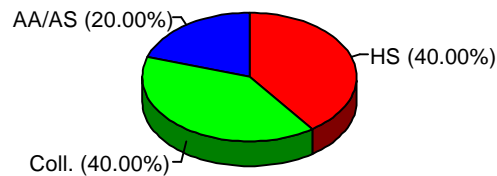
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

Technical - Ability to perform deep tissue massage; Ability to perform massage techniques in cases of injury; Understanding of common muscle and back ailments; Knowledge of kinesiology; Ability to work with sick people; Ability to apply massage techniques for sports injuries.

Physical - Ability to perform physically demanding work emphasizing the hands; Ability to stand for prolonged periods.

Personal or Other - Interpersonal skills; Ability to work independently.

Education of Recent Hires Massage Therapists



Basic - Oral communication skills; Ability to write legibly; Ability to read and follow instructions.

Rated as **VERY IMPORTANT:** Ability to perform accupressure massage; Ability to perform psychologically demanding work; Record keeping skills; Possession of local license; Ability to perform massage techniques for pregnant women; Ability to perform techniques for manual lymph drainage; Willingness to work with close supervision; Ability to tolerate heat and humidity.

Training: Some employers require 2 to 36 months of training. Training is available locally at private massage schools. The CMT course is 500 hours.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most responding employers report that occupational employment remained stable during the last year, and most predict growth over the next three years.

SUPPLY/DEMAND ASSESSMENT

Employers report a little difficulty in finding fully experienced and qualified workers, and that it is somewhat difficult to find inexperienced workers.

MASSAGE THERAPISTS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$7.00 to \$45.00/hr	Median: \$16.50/hr
New Hires, Experienced:	\$7.00 to \$50.00/hr	Median: \$20.25/hr
Experienced, 3 Yrs w/Firm:	\$10.00 to \$65.00/hr	Median: \$25.00/hr

Most firms do not provide fringe benefits for this occupation. Among the firms providing benefits to full-time workers, all provide medical insurance, and almost all provide paid sick leave, paid vacations. Most provide retirement plans; many provide dental insurance, life insurance.

MAJOR EMPLOYING INDUSTRIES

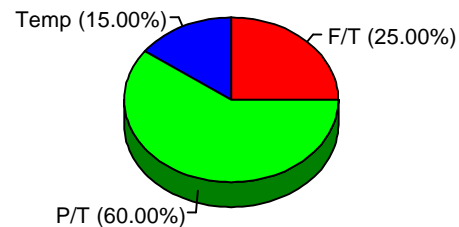
Major employing industries include: health and fitness centers, physical therapy and rehabilitation clinics, offices of physicians, offices of chiropractors.

OTHER INFORMATION

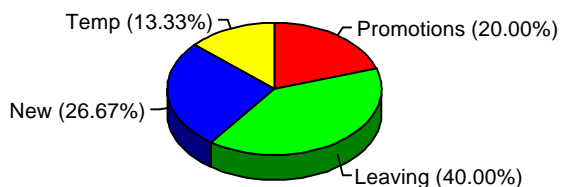
Hours: Most workers are part-time, averaging 17 hours/week. Some full-time opportunities, averaging 37 hours/week; few temporary/on call opportunities, averaging 8 hours/week.

Vacancies: Most workers were hired in the last 12 months. Many vacancies resulted from employees' leaving. Some occurred through creation of new positions and some resulted from promotions. Few were hired as temporaries. Almost all firms do not promote from this occupation.

Employment Status Massage Therapists



Source of Filled Vacancies Massage Therapists



Recruitment: Some firms recruit through current employees' referrals, newspaper advertisements, Few hire unsolicited applicants and/or recruit through in-house promotion or transfer, private school referrals.

Unionization: This occupation is not unionized.

Gender: Almost all employees in this occupation are women, but some are men.

RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are 076.361-010 Corrective Therapist and 334.374-010 Masseur/Masseuse.

OCCUPATIONAL THERAPY ASSISTANTS AND AIDES

DEFINITION

Occupational Therapy Assistants and Aides assist Occupational Therapists in administering medically oriented occupational program to assist in rehabilitating patients in hospitals and similar institutions. **(OES 660210)**

Alternate titles reported by employers include: *Certified Occupational Therapy Assistant, COTA, Occupational Therapy Helper, Rehabilitation Aide.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires are high school graduates or equivalent. Some have college but no degree and some have a Bachelor's degree.

License: Almost all employers require workers to have COTA certification from the American Occupational Therapy Association (AOTA) or a state Certified Nursing Assistant (CNA) certificate. Information on certificate requirements may be obtained from the Occupational Therapy Association of California, 2150 River Plaza Drive, Suite 125, Sacramento, CA 95833 [(916) 567-7000].

Experience and Qualifications: All firms at least sometimes require related work experience, but will accept training in lieu of experience. Almost all firms indicate that 6 to 12 months of experience may be required. Most firms do not seek workers with computer skills, but some seek word processing skills. All responding employers prefer fluency in English; almost all prefer fluency in Spanish also.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**
Technical - Knowledge of medical terminology.

Physical - Ability to lift and move patients.

Personal or Other - Ability to work as part of a team; Ability to relate to patients; Public contact skills; Ability to deal effectively with difficult individuals; Ability to exercise patience; Ability to work independently.

Basic - Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

Rated as **VERY IMPORTANT:** Ability to maintain progress notes and treatment summaries; Certified Occupational Therapy Assistant; Ability to write effectively; Knowledge of geriatrics; Possession of mechanical aptitude; Willingness to work with close supervision; Basic math skills.

Other qualifications reported by employers include: Ability to manage several projects/patients at once; Willingness to accept the patient's limit and say so; Initiative; Cleanliness; Exactness; Follow-through.

Training: Employers indicate that 24 to 36 months of training may be required.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

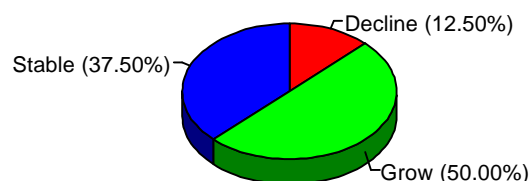
Data are not available.

Most firms report that occupational employment remained stable during the last year, but some report decline. Many employers predict growth, but some predict that employment will remain stable over the next three years.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is somewhat difficult to find fully experienced and qualified workers and a little difficulty in finding inexperienced workers.

Projected Employment - Next 3 Years Occupational Therapy Assistants/Aides



OCCUPATIONAL THERAPY ASSISTANTS AND AIDES (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$6.00 to \$15.00/hr Median: \$9.05/hr

New Hires, Experienced: \$6.75 to \$19.25/hr Median: \$10.05/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$25.00/hr Median: \$10.93/hr

Full-time: All employers surveyed provide paid sick leave and paid vacations to full-time workers. Almost all provide medical insurance, dental insurance, life insurance, retirement plans. Many provide vision insurance; some provide child care. **Part-time:** Some firms provide medical insurance, dental insurance, life insurance, paid sick leave, paid vacations, retirement plans to part-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals, convalescent hospitals, physical therapy and rehabilitation clinics.

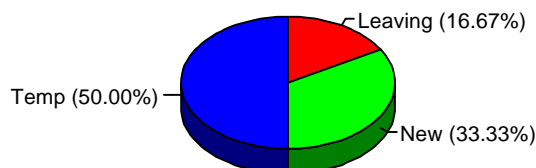
OTHER INFORMATION

Hours: Most workers are full-time, averaging 40 hours/week. Some part-time opportunities, averaging 31 hours/week, and some temporary/on call opportunities averaging 15 hours/week.

Vacancies: Many vacancies are for temporary hires; Some occur through the creation of new positions, and few through employees leaving. Most firms promote from this occupation to dept. manager, team leader, office staff. Some do not promote.

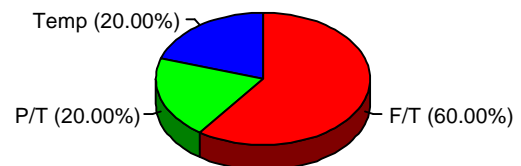
Source of Filled Vacancies

Occupational Therapy Assistants/Aides



Employment Status

Occupational Therapy Assistants/Aides



Recruitment: All firms recruit through newspaper advertisements. Most recruit through current employees' referrals. Some hire unsolicited applicants. Few use private employment agencies, in-house promotion or transfer, public school or program referrals.

Unionization: Unionization is negligible (7% of employees reported).

Gender: Almost all employees in this occupation are women, but some are men.

RELATED D.O.T. OCCUPATIONAL

TITLES Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are 076.364-010 Occupational Therapy Assistant and 355.377-010 Occupational Therapy Aide.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #143

PHARMACY TECHNICIANS

DEFINITION Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. **(OES 325181)** An alternate title reported by employers is *Pharmacy Assistant*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS Almost all recent hires are high school graduates or equivalent and a few have attended college also. **License:** Registration as a Pharmacy Technician in California is limited to those who meet one of the following requirements: (1) AA Degree in a related field of study, or (2) Successful completion of a training course specified by the Board of Pharmacy, 400 R St., Suite 4070, Sacramento, CA 95814, or (3) Eligibility to take the Board's pharmacist licensure examination, or (4) One year of experience (minimum of 1,500 hours) performing the tasks of a Pharmacy Technician. The fee for Registration and Fingerprints is \$57.00.

Experience and Qualifications: Almost all firms at least sometimes require 6 to 12 months of related work experience, but may be willing to accept training in lieu of experience. Many firms seek workers with word processing skills and/or other computer skills, including pharmacy software applications. Some seek workers with database skills. All responding employers prefer fluency in English and most prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT:** **Technical** - Ability to accurately record and report information; Ability to measure and calculate using metrics; Ability to follow government regulations and reporting requirements; Ability to type at least 30 wpm; Ability to complete and explain insurance forms.

Personal or Other - Ability to pay attention to detail; Public contact skills; Ability to work independently; Willingness to work with close supervision.

Basic - Basic math skills; Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Rated as **VERY IMPORTANT:** Knowledge of over-the-counter medications.

Other qualifications reported by employers include: Reliability; Appearance, Computer skills; People skills; Communication skills; Good sense, common sense; Problem-solving skills; Honesty; Integrity.

New Skills: Employers indicate an increasing need for computer and communication skills.

Obsolete: Becoming obsolete is the use of a typewriter.

Training: Almost all firms require new hires to have a Pharmacy Technician license (certificate). Many employers indicate that training of 1 to 12 months is required.

SIZE OF OCCUPATION

Small (80-100)

EMPLOYMENT TRENDS

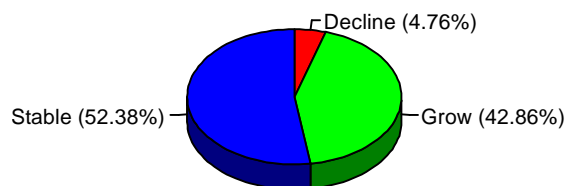
Much faster than average growth (25.0%)

Almost all firms report that occupational employment remained stable during the last year; few report growth. Many predict that employment will remain stable over the next three years; many predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers and a little difficulty in finding inexperienced workers.

Projected Employment - Next 3 Years Pharmacy Technicians



PHARMACY TECHNICIANS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$5.00 to \$11.50/hr	Median:	\$9.00/hr
New Hires, Experienced:	\$6.00 to \$12.75/hr	Median:	\$9.69/hr
Experienced, 3 Yrs w/Firm:	\$7.50 to \$15.00/hr	Median:	\$11.25/hr

Full-time: Almost all employers provide medical insurance, paid vacations to full-time workers. Most provide dental insurance, paid sick leave. Many provide vision insurance, life insurance, retirement plans. **Part-time:** Many provide paid sick leave, paid vacations to part-time workers. Some provide medical insurance, dental insurance, vision insurance, retirement plans. Few provide life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include:
pharmacies, hospital pharmacies.

OTHER INFORMATION

Hours: Many work full-time, averaging 39 hours/week. Some part-time opportunities, averaging 21 hours/week. Few temporary/on call opportunities, averaging 22 hours/week, and few seasonal opportunities, averaging 40 hours/week.

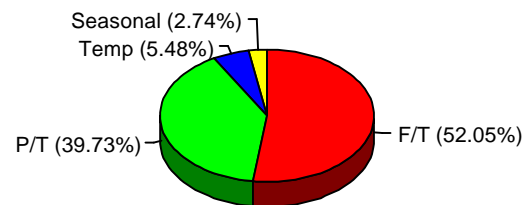
Vacancies: Some vacancies result from employees leaving, creation of new positions. Few result from promotions. Most firms do not promote from this occupation. Some promote to senior technician, lead technician, department management.

Recruitment: Many firms recruit through current employees' referrals, in-house promotion or transfer. Some recruit through newspaper advertisements, public school or program referrals. Some hire unsolicited applicants. Few recruit through private school referrals and/or the Employment Development Department.

Unionization: Almost all workers are nonunion; few are union members.

Gender: Almost all employees in this occupation are women, but a few are men.

Employment Status Pharmacy Technicians



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 074.382-010 Pharmacy Technician.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #456

PHYSICAL THERAPISTS

DEFINITION

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling. **(OES 323080)**

Employers do not report an alternate title for this occupation.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have at least a Bachelor's degree, and some have done graduate study.

License: A Physical Therapist in California must be licensed by the Physical Therapy Examining Committee, 1434 Howe Ave., Suite 92, Sacramento, CA 95825-3291. All of the following requirements apply: (1) BA Degree, (2) Graduation from a school of Physical Therapy, (3) Applicant may perform as physical therapist applicant under 100% supervision of a California licensed Physical Therapist after filing Exam Application. The fees are: Application, Exam, and Fingerprints, \$235.00; License, \$80.00; Renewal (every 2 years), \$80.00.

Experience and Qualifications: Many employers always require 6 to 13 months of related work experience; many will not accept training in lieu of experience. Some firms seek workers with computer word processing skills. All responding employers prefer fluency in English and most prefer fluency in Spanish. Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

Technical - Record keeping skills; Knowledge of pediatrics; Knowledge of sports medicine; Ability to write effectively; Knowledge of geriatrics; Understanding of common muscle and back ailments; Problem solving skills.

Physical - Manual dexterity.

Personal or Other - Ability to work as part of a team; Ability to work independently.

Basic - Oral communication skills; Ability to write legibly; Ability to read and follow instructions.

Rated as **VERY IMPORTANT:** Knowledge of cardiac rehabilitation; Possession of mechanical aptitude; Basic math skills; Willingness to work with close supervision.

Other qualifications reported by employers include: Timely submission of paperwork; Time management, organization; Flexibility; Initiative; Working with the public; Interpersonal skills.

New Skills: Treating under limited authorization, report writing with computer, use of laptop computers, increased evaluation skills, setting up rehabilitation program are indicated by employers surveyed. **Obsolete:** Hands-on time is becoming obsolete.

Training: Many employers require 6 to 72 months of academic and occupationally related training leading to the state license.

SIZE OF OCCUPATION

Small (80-100)

EMPLOYMENT TRENDS

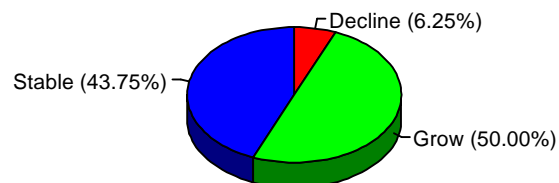
Much faster than average growth (25.0%)

Most employers report that occupational employment grew during the past year; some report that employment remained stable. Many predict growth over the next three years, and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding both fully experienced and qualified workers and inexperienced workers.

Projected Employment - Next 3 Years
Physical Therapists



PHYSICAL THERAPISTS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$16.50 to \$29.00/hr	Median: \$21.58/hr
New Hires, Experienced:	\$16.50 to \$35.00/hr	Median: \$23.73/hr
Experienced, 3 Yrs w/Firm:	\$21.75 to \$40.00/hr	Median: \$26.13/hr

Full-time: Most employers provide fringe benefits to salaried workers. Of these firms, all employers provide paid sick leave, paid vacations to full-time workers. Almost all provide medical insurance, dental insurance, retirement plans. Most provide life insurance; many provide vision insurance. Few provide child care. **Part-time:** Some firms provide medical insurance, dental insurance, life insurance, paid sick leave, paid vacations, retirement plans to part-time workers. Few provide vision insurance.

Other Forms of Compensation: A few employers report worker compensation on a “per visit” basis, ranging from \$45.00 to \$75.00 per visit.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: physical therapy centers, health services organizations, general hospitals, convalescent hospitals, offices of physicians.

OTHER INFORMATION

Hours: Many workers are full-time, averaging 39 hours/week. Some part-time opportunities, averaging 17 hours/week, and some temporary/on call opportunities, averaging 16 hours/week.

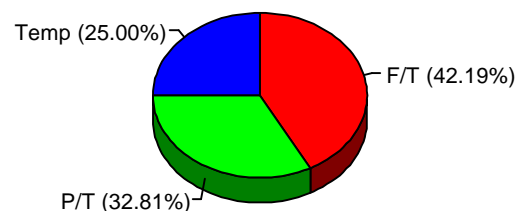
Vacancies: Most vacancies result from the creation of new positions; some result from employees leaving, and some are temporary hires. Most firms do not promote, but some promote to management and administrative positions.

Recruitment: Most firms recruit through newspaper advertisements; current employees’ referrals. Many hire unsolicited applicants. Some recruit through in-house promotion or transfer, or through professional journals.

Unionization: This occupation is not unionized.

Gender: Most employees in this occupation are women; some are men.

Employment Status Physical Therapists



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 076.121-014 Physical Therapist.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #117

LAW ENFORCEMENT AND RELATED OCCUPATIONS

Occupations studied in this report are listed in **bold face** type. Information on employment in State of California agencies was obtained through local agency offices and State Personnel Board position announcements, which include written job descriptions, hiring requirements, and wage ranges. Regardless of department, State positions studied are sworn peace officers.

Occupational Employment Statistics (OES) Codes	Dictionary of Occupational Titles (D.O.T.) Codes	California Occupational Guides
219110 Compliance Officers and Enforcement Inspectors - except Construction	127.167-042 Park Ranger See Occupational Summary	#232 Park Rangers (Police Officers)
273050 Social Workers - except Medical and Psychiatric	195.107-046 Probation and Parole Officer	#192 Probation Officers and Parole Agents
610050 Police and Detective Supervisors	See Occupational Summary	#457 Law Enforcement Occupations
630110 Police Detectives	See Occupational Summary	#457 Law Enforcement Occupations
630140 Police Patrol Officers	See Occupational Summary	#457 Law Enforcement Occupations
630170 Correction Officers and Jailers	See Occupational Summary	#220 Correctional Officers #457 Law Enforcement
630230 Bailiffs	377.667-010 Bailiff	#457 Law Enforcement Occupations
630320 Sheriffs and Deputy Sheriffs	See Occupational Summary	#457 Law Enforcement Occupations
630410 Fish and Game Wardens	379.167-010 Fish and Game Warden See Occ. Summary	#448 Fish and Game Wardens (Police Officers)
630470 Guards and Watch Guards	See Occupational Summary	#75 Security Guards

Local training programs for these occupations are provided by the following:

Cabrillo College, 9500 Soquel Drive, Aptos, CA 95003 - *Criminal Justice/Security & Loss Prevention*
 Gavilan College, 5055 Santa Teresa Blvd., Gilroy, CA 95020 - *Criminal Justice/Law Enforcement*
 Hartnell College, 156 Homestead Ave., Salinas, CA 93901- *Administration of Justice/Law Enforcement*
 Monterey Peninsula College, 980 Fremont St., Monterey, CA 93940 - *California Police Officer Academy*

CORRECTION OFFICERS AND JAILERS

DEFINITION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions. (OES 630170)

Alternate titles reported by employers include: *Correctional Officer, Deputy Sheriff, Corrections.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

All recent hires are high school graduates or equivalent.

Experience and Qualifications: Prior work experience is not required. Computer skills are not currently required. Fluency in English and Spanish is preferred.

Department of Corrections: Minimum qualifications for application are: equivalent to completion of the 12th grade; specific physical, mental, personal characteristics. The minimum age for appointment is 21 years.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

Technical - Ability to write effectively.

Physical - Ability to pass a pre-employment medical examination; Ability to pass a physical performance test.

Personal or Other - Understanding of a variety of cultures; Ability to handle crisis situations; Ability to work independently; Ability to work under pressure; Willingness to work with close supervision.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills; Basic math skills.

Training: Basic correctional officer academy training averaging two months is required for state correctional facilities. State Correctional Officers undergo a six-week in-house training program, followed by a two-year (3,600 hours) apprenticeship.

SIZE OF OCCUPATION

Very large (840-1,675)

EMPLOYMENT TRENDS

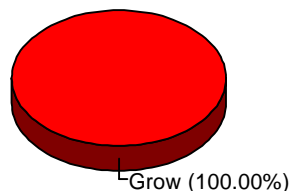
Much faster than average growth (48.8%)

The occupation grew during the last year because a new prison was activated and new positions were added to accommodate increases in inmate populations. Over the next three years employment in the occupation is expected to grow.

SUPPLY/DEMAND ASSESSMENT

Employers report a little difficulty in finding fully experienced and qualified workers, but no difficulty in finding inexperienced workers.

Projected Employment - Next 3 Years Correction Officers and Jailers



CORRECTION OFFICERS AND JAILERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$11.51 to \$15.35/hr	Median: \$11.51/hr
New Hires, Experienced:	\$13.55 to \$17.05/hr	Median: \$13.55/hr
Experienced, 3 Yrs w/Firm:	\$20.02 to \$22.07/hr	Median: \$22.07/hr

All employers provide medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, paid vacations, and retirement plans to full-time workers, and some also provide these benefits to part-time workers. Most employers provide child care to full-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: state departments of corrections, county government.

OTHER INFORMATION

Hours: Almost all work 40 hours/week. Few temporary/on call positions averaging 34 hours/week.

Vacancies: Almost all vacancies occur because of new positions. Some occur through employees leaving. Few result from promotion. Promotion from this occupation is to Sergeant, Lieutenant, Captain, and Correctional Counselor.

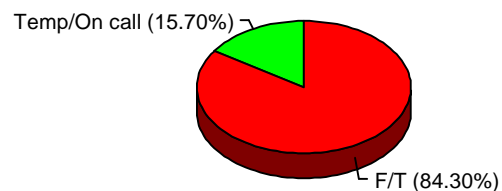
Recruitment: All employers recruit through the Employment Development Department. Most recruit through current employees' referrals, newspaper advertisements. Also used are in-house promotion or transfer, college job fairs, hiring unsolicited applicants.

Source of Filled Vacancies Correction Officers and Jailers



Employment Status

Correction Officers and Jailers



Unionization: This occupation is unionized.

Gender: Most employees in this occupation are men, but some are women.

RELATED D.O.T. OCCUPATIONAL

TITLES Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 372.367-014 Jailer; 372.567-014 Guard, Immigration; 372.667-018 Correction Officer; 372.677-010 Patrol Conductor; 375.367-010 Police Officer II.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #220 and #457

GUARDS AND WATCH GUARDS

DEFINITION

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds. **(OES 630470)**

Alternate titles reported by employers include: *Security Guard, Security Officer, Traffic Control, Security Professional, Campus Supervisor, Security Specialist.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent.

License: Registration for Security Guards is through the Bureau of Collection and Investigative Services, 400 R Street, Suite 2001, Sacramento, CA 95814-6234. The fees are as follows: Registration, Guard Application, \$57.00; Firearms Application (includes Fingerprinting), \$87.00; Annual Firearms Qualification, \$67.00; Guard Renewal (every 2 years), \$25.00. Those with felony convictions can apply if they occurred more than seven years prior to the date of application.

Experience and Qualifications: Most firms at least sometimes require 6 to 36 months of related work experience, but some do not require prior experience. Almost all at least sometimes are willing to accept training in lieu of experience. Some firms seek workers with word processing and/or other computer skills. Almost all responding employers prefer fluency in English and many prefer fluency in Spanish. Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:** **Technical** - Ability to follow security protection procedures; Bondable; Ability to operate video surveillance equipment; Possession of a valid driver's license; Security guard registration (Guard Card).

Personal or Other - Possession of a clean police record; Ability to work independently; Public contact skills; Possession of a reliable vehicle; Willingness to work with close supervision.

Basic - Oral communication skills; Ability to read and follow instructions; Ability to write legibly.

Rated as **VERY IMPORTANT:** Ability to administer emergency first aid; Ability to use a baton.

Other qualifications reported by employers include: Willing to work nights, weekends, holidays; Willing to work varied shifts; Promptness; Maintain poise, self-control under stress; Self-confidence; Conflict resolution skills; Safety training; No moving violations on DMV record; Ability to stand, walk, stoop, run, chase.

New skills: Employers indicate an increasing need for computer skills, conflict resolution skills, electronic skills; standardized guard training. **Obsolete:** Becoming obsolete are firearms skills.

Training: Some employers require 1 to 12 months of formal training. Training is available at local community colleges.

SIZE OF OCCUPATION

Very Large (690-780)

EMPLOYMENT TRENDS

Slower than average growth (13.0%)

Many firms report that occupational growth remained stable during the last year and many report growth. Many predict growth over the next three years and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding both fully experienced and qualified workers and inexperienced workers.

GUARDS AND WATCH GUARDS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$5.50 to \$8.75/hr Median: \$6.50/hr

New Hires, Experienced: \$5.50 to \$11.00/hr Median: \$6.75/hr

Experienced, 3 Yrs w/Firm: \$6.00 to \$14.25/hr Median: \$8.00/hr

Almost all firms provide fringe benefits. **Full-time:** Almost all of these employers provide medical insurance, paid vacations to full-time workers. Most provide dental insurance, vision insurance, life insurance, retirement plans. Many provide paid sick leave. **Part-time:** Some firms provide paid sick leave, paid vacations, retirement plans to part-time workers. Few provide medical insurance, dental insurance, vision insurance, life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: security firms; hotels and motels, financial institutions, insurance firms, public school districts, shopping malls.

OTHER INFORMATION

Hours: Most work full-time, averaging 40 hours/week. Some part-time opportunities, averaging 18 hours/week. Few seasonal opportunities, averaging 20 hours/week.

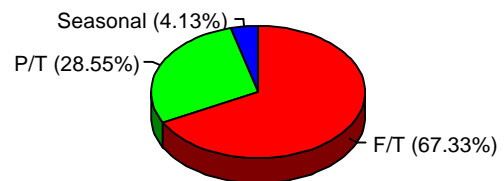
Vacancies: Many workers were hired in the last 12 months (50.5% of total employment). Many vacancies were the result of employees leaving; some resulted from creation of new positions and temporary hires. Few hires were from promotions. Almost all firms promote to supervisor or management positions; few do not promote.

Recruitment: Most firms recruit through current employees' referrals, newspaper advertisements. Many recruit through the Employment Development Department and/or hire unsolicited applicants. Some recruit through in-house promotion or transfer. Few recruit through private employment agencies, public school or program referrals, other.

Unionization: Unionization is negligible(10%).

Gender: Almost all employees in this occupation are men; few are women.

Employment Status Guards and Watch Guards



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 372.563-010 Armored-Car Guard and Driver; 372.567-010 Armored-Car Guard; 372.667-010 Airline Security Representative; 372.667-014 Bodyguard; 372.667-030 Gate Guard; 372.667-034 Guard, Security; 372.667-038 Merchant Patroller; 376.667-010 Bouncer; 379.667-010 Golf-Course Ranger.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #75

POLICE AND DETECTIVE SUPERVISORS

DEFINITION

Police and Detective Supervisors supervise and coordinate activities of members of police force. **(OES 610050)**

Alternate titles reported by employers include: *Police Sergeant, Lieutenant, Captain, Chief; Ranger II; Supervising Ranger; Patrol Lieutenant, Captain, Dept. of Fish and Game; Sergeant, Lieutenant, Captain, CHP.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

All recent hires have college but no degree.

Experience and Qualifications: All employers require 12 to 60 months of related work experience. State departments have specific experience and training requirements related to their mission. Most seek workers with computer word processing skills; some seek spreadsheet skills. All responding employers prefer fluency in English; some prefer fluency in Spanish also.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT**: **Technical** - Leadership skills; Supervisory skills; Investigative research skills; Ability to handle crisis situations; Possession of a valid Class A driver's license; Licensed to carry firearms; Problem solving skills; Knowledge of criminal law; Ability to implement a progressive discipline process; Ability to conduct training programs; Knowledge of emergency procedures; Ability to give oral instructions; Ability to follow government regulations and reporting requirements; Ability to use information retrieval systems; Understanding of labor relations practices; Ability to explain and follow grievance procedures.

Rated as **VERY IMPORTANT**: Ability to manage unexpected situations or circumstances; Oral communication skills; Ability to conduct performance appraisals; Ability to analyze data to solve problems; Business math skills; Ability to plan and organize the work of others; Ability to interpret data; Ability to write legibly; Ability to hire and assign personnel.

Other qualifications reported by employers include: Common sense; Decision-making skills; Good driving record; Integrity; Honesty. **New Skills:** Employers surveyed indicate that in the future workers with interpersonal skills, computer skills, Spanish as a second language will be sought.

Obsolete: Becoming obsolete are authoritarian skills.

Training: POST Academy at the supervisory level may be required. State departments operate their own academies. The basic POST Academy is available at local community colleges.

SIZE OF OCCUPATION

Small (100-120)

EMPLOYMENT TRENDS

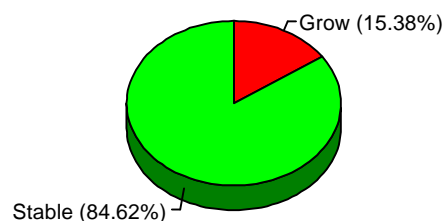
Faster than average growth (20.0%)

Almost all employers report that occupational employment remained stable during the last year. Almost all predict that employment will remain stable over the next three years; few predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers.

Projected Employment - Next 3 Years
Police and Detective Supervisors



POLICE AND DETECTIVE SUPERVISORS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Union

New Hires, No Experience:	\$15.34 to \$28.23/hr	Median: \$20.02/hr
New Hires, Experienced:	\$15.34 to \$28.23/hr	Median: \$20.02/hr
Experienced, 3 Yrs w/Firm:	\$18.22 to \$32.69/hr	Median: \$22.29/hr

Nonunion

New Hires, No Experience:	\$17.25 to \$19.00/hr	Median: \$18.12/hr
New Hires, Experienced:	\$17.25 to \$19.00/hr	Median: \$18.12/hr
Experienced, 3 Yrs w/Firm:	\$20.25 to \$23.00/hr	Median: \$21.58/hr

All employers provide medical insurance, dental insurance, vision insurance, paid vacations, retirement plans to full-time workers. Almost all provide life insurance, paid sick leave.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: municipal governments; state government.

OTHER INFORMATION

Hours: All work full-time, averaging 40 hours/week.

Vacancies: Most vacancies result from promotions; some occur through employees leaving. Almost all employers promote from this occupation to higher positions within the chain of command, such as Lieutenant, Captain, Commander, or Chief. Few do not promote.

Recruitment: Almost all employers recruit through in-house promotion or transfer. Few recruit through newspaper advertisements.

Unionization: Almost all employees are union members; few are nonunion.

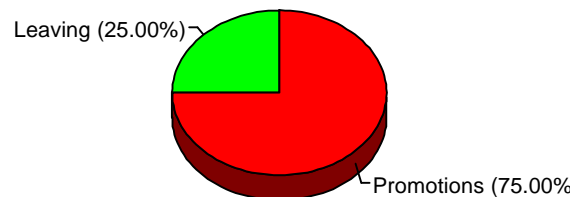
Gender: Almost all employees in this occupation are men; few are women.

RELATED D.O.T. OCCUPATIONAL

TITLES Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 375.133-010 Police Sergeant, Precinct I; 375.137-010 Commander, Identification and Records; 375.137-014, Desk Officer; 375.137-018 Police Lieutenant, Community Relations; 375.137-026 Traffic Sergeant; 375.137-030 Commander, Police Reserves; 375.137-034 Commanding Officer, Police; 375.163-010 Commanding Officer, Motorized Squad; 375.167-010 Commanding Officer, Homicide Squad;

Source of Filled Vacancies

Police and Detective Supervisors



375.167-014 Commanding Officer, Investigation Division; 375.167-022 Detective Chief; 375.167-034 Police Captain, Precinct; 375.167-038 Police Lieutenant, Patrol; 375.167-046 Traffic Lieutenant; 375.167-050 Commander, Internal Affairs; 377.134-010 Supervisor, Identification and Communications; 127.167.042 Park Ranger; 379.167-010 Fish and Game Warden.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #457, #232, and #448

POLICE DETECTIVES

DEFINITION

Police Detectives carry out investigations to prevent or solve crimes. (OES 630110)

Alternate titles reported by employers include:
Police Investigator, Detective Investigator, Narcotics Officer, Fire Prevention Officer I, Police Corporal.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have college but no degree, and some have an AA degree.

Experience and Qualifications: All employers require 12 to 38 months of related work experience. Training is never acceptable in lieu of experience. State departments have experience and training requirements specific to their mission. Many employers seek workers with computer word processing skills. All responding employers prefer fluency in English and almost all prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

Technical - Investigative research skills; Ability to handle crisis situations; Problem solving skills; Knowledge of criminal law; Ability to use information retrieval systems; Possession of a valid Class A driver's license; Possession of a Firearms Qualifications Card; Knowledge of emergency procedures; Ability to manage unexpected situations or circumstances; Ability to follow government regulations and reporting requirements; Ability to give oral instructions; Ability to interpret data; Ability to analyze data to solve problems; Ability to plan and organize the work of others.

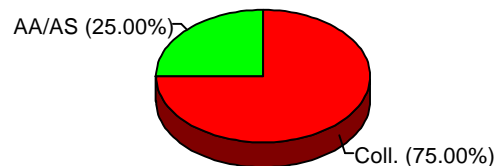
Physical - Possession of emotional stability.

Personal or Other - Ability to work independently; Understanding of a variety of cultures; Ability to read and comprehend information quickly; Public contact skills.

Basic - Oral communication skills; Ability to write legibly; Business math skills.

Education of Recent Hires

Police Detectives



New Skills: Employers surveyed indicate that in the future workers with computer/Internet skills, gang investigation skills, conflict resolution (verbal conflict) skills will be sought.

Training: POST Academy at the supervisory level may be required. State departments operate their own academies. The basic POST Academy is available at local community colleges.

SIZE OF OCCUPATION

Small (80-90)

EMPLOYMENT TRENDS

Slower than average growth (12.5%)

All employers report that occupational employment remained stable during the past year. All employers predict that employment will remain stable over the next three years.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers.

POLICE DETECTIVES (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$16.11 to \$22.77/hr	Median: \$21.06/hr
New Hires, Experienced:	\$16.11 to \$24.60/hr	Median: \$21.06/hr
Experienced, 3 Yrs w/Firm:	\$17.26 to \$27.22/hr	Median: \$22.71/hr

All employers provide medical insurance, dental insurance, life insurance, paid vacations, retirement plans to full-time workers. Almost all provide vision insurance, paid sick leave.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: municipal governments, state government.

OTHER INFORMATION

Hours: All workers are full-time, averaging 40 hours/week.

Vacancies: All vacancies filled over the last 12 months resulted from promotions. All employers promote from this occupation.

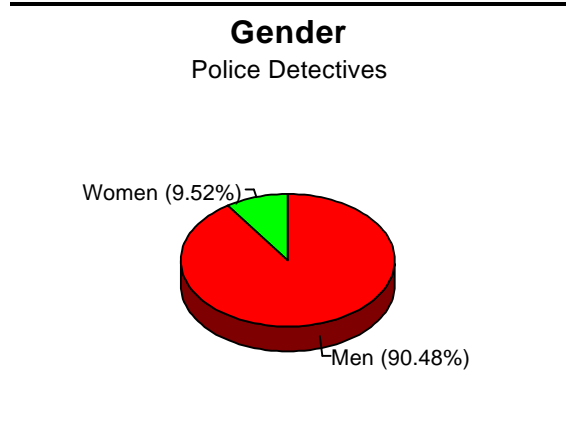
Recruitment: All firms recruit through in-house promotion or transfer. Some recruit through newspaper advertisements also.

Unionization: This occupation is unionized.

Gender: Almost all employees in this occupation are men; few are women.

RELATED D.O.T. OCCUPATIONAL

TITLES Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 168.167-010 Customs Patrol Officer; 375.267-010 Detective; 375.267-014 Detective, Narcotics and Vice; 375.267 018 Investigator,



Narcotics; 375.267-022 Investigator, Vice; 375.267-026 Police Inspector I; 375.267-030 Police Inspector II; 375.267-034 Investigator, Internal Affairs; 365.267-042 Police Officer, Safety Instruction; 375.384-010 Police Officer, Identification and Records.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #457**

POLICE PATROL OFFICERS

DEFINITION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court. **(OES 630140)** Alternate titles reported by employers include: *Fish and Game Warden; Public Safety Officer; Peace Officer; Police Officer; Patrol Officer; State Park Ranger I; Cadet, Officer California Highway Patrol.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS Many recent hires have college but no degree. Some are high school graduates or equivalent. Few have an AA degree or a Bachelor's degree.

Experience and Qualifications: Many employers never require related work experience. Most at least sometimes accept training in lieu of experience. State departments have experience and training requirements specific to their mission. Many employers seek workers with computer word processing skills. Almost all responding employers prefer fluency in English and most prefer fluency in Spanish. Few prefer fluency in Vietnamese, Filipino-Tagalog also.

California Highway Patrol: Minimum qualifications for application are: equivalent to completion of the 12th grade; possession of a valid driver's license, specific physical and mental conditions, age 20-31 years. The minimum age for appointment is 21 years.

Department of Fish and Game: Minimum qualifications for **Warden** are: completion of 60 semester units of college with 18 units in biological sciences, police science, or related fields; possession of a valid driver's license.

Department of Parks and Recreation: Minimum qualifications for **Ranger** are: completion of 60 semester units of college with 21 units in Natural/Social Sciences, Language, Humanities, Mathematics; possession of a valid driver's license. The minimum age is 18 years.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

Technical - Ability to write effectively; Analytical skills.

Physical - Ability to pass a pre-employment medical examination; Ability to pass a physical performance test.

Personal or Other - Ability to pass a psychological interview; Understanding of a variety of cultures; Ability to work independently; Ability to read and comprehend information quickly; Public contact skills.

Basic - Oral communication skills; Ability to write legibly.

Rated as **VERY IMPORTANT:** Basic math skills; Ability to administer emergency first aid; Ability to understand foreign accents; Verbal presentation skills; Possession of a Firearms Qualifications Card.

Other qualifications reported by employers include: Integrity; Honesty; Ability to take charge, but not be overbearing; Common sense; Decision-making skills; Insurable (acceptable) driving record.

New Skills: Employers surveyed indicate that in the future workers with computer skills, diversity sensitivity, conflict resolution skills, problem-solving skills will be sought.

Training: All employers require basic POST Academy training, which may last from 3 to 12 months to obtain the POST certificate. Training is available at local community colleges.

SIZE OF OCCUPATION

Large (380-350)

EMPLOYMENT TRENDS

Slow decline (-7.9%)

Many employers report that occupational employment remained stable during the last year and some report growth. Many employers predict growth over the next three years and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding both fully experienced and qualified and inexperienced workers.

POLICE PATROL OFFICERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$12.66 to \$19.67/hr Median: \$15.56/hr

New Hires, Experienced: \$12.66 to \$21.69/hr Median: \$15.91/hr

Experienced, 3 Yrs w/Firm: \$12.87 to \$23.91/hr Median: \$18.15/hr

All employers provide medical insurance, dental insurance, paid vacations to full-time workers. Almost all provide paid sick leave, retirement plans, vision insurance, life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: municipal governments, state government.

OTHER INFORMATION

Hours: Almost all work full-time, averaging 40 hours/week. Few part-time opportunities, averaging 19 hours/week and few temporary/on call opportunities, averaging 30 hours/week.

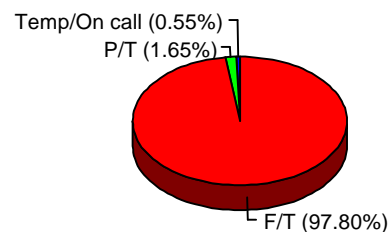
Vacancies: Most vacancies result from employees leaving; few are due to promotions or creation of new positions. All employers promote to higher ranks from this occupation.

Recruitment: Most employers recruit through current employees' referrals, newspaper advertisements. Many recruit through public school or program referrals, police academies. Some hire unsolicited applicants and/or recruit through in-house promotion or transfer, the Employment Development Department. Few utilize private school referrals.

Unionization: Almost all workers are union members; few are nonunion.

Gender: Almost all employees in this occupation are men; few are women.

Employment Status Police Patrol Officers



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 372.363-010 Protective Officer; 372.367-010 Community Service Officer, Patrol; 375.163-014 Pilot, Highway Patrol; 375.263-010 Accident-Prevention-Squad Police Officer; Police Officer I; 375.263-018 State-Highway Police Officer; 375.264-010 Police Officer, Crime Prevention; 375.267-038 Police Officer III; 375.363-010 Border Guard; 375.367-014 Complaint Evaluation Officer; 375.367-018 Police Officer, Booking; 379.263-014 Public-Safety Officer; 127.167-042 Park Ranger; 379.167-010 Fish and Game Warden.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #457, #232, and #448

SHERIFFS AND DEPUTY SHERIFFS

DEFINITION

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions are not included.

(OES 630320)

An alternate title is *Deputy Sheriff, Operations*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

All recent hires are high school graduates or equivalent.

Experience and Qualifications: Prior experience is required. Computer skills are not currently required; although computer awareness will be needed to perform job functions within the next three years. Fluency in English and Spanish is preferred.

The following job entry *qualifications* are rated as **MOST IMPORTANT**:

Technical - Ability to administer emergency first aid; Possession of a Firearms Qualifications Card; Ability to understand foreign accents; Verbal presentation skills; Ability to write effectively; Analytical skills.

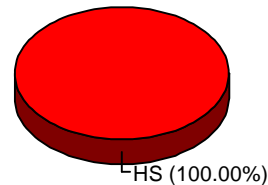
Physical - Good vision; Ability to work outdoors in all weather conditions; Ability to pass a pre-employment medical examination; Ability to pass a physical performance test; Possession of emotional stability.

Personal or Other - Understanding of a variety of cultures; Ability to read and comprehend information quickly; Willingness to work with close supervision; Ability to pass a psychological interview; Public contact skills; Ability to work independently.

Basic - Ability to follow oral instructions; Basic math skills; Ability to write legibly; Oral communication skills.

Education of Recent Hires

Sheriffs and Deputy Sheriffs



Training: POST certification at an accredited police/POST academy is required. Local community colleges provide this training, which averages five months.

SIZE OF OCCUPATION

Small (150-170)

EMPLOYMENT TRENDS

Slower than average growth (13.3%)

The occupation grew during the last year because new positions were added to the budget. Over the next three years employment in the occupation is expected to remain stable.

SUPPLY/DEMAND ASSESSMENT

It is not difficult to find fully experienced and qualified applicants and inexperienced applicants who meet employer requirements.

SHERIFFS AND DEPUTY SHERIFFS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$18.01 to \$18.01/hr Median: \$18.01/hr

New Hires, Experienced: \$18.01 to \$18.01/hr Median: \$18.01/hr

Experienced, 3 Yrs w/Firm: \$21.15 to \$21.15/hr Median: \$21.15/hr

Fringe benefits provided to all workers include: medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, paid vacations, a retirement plan, and child care.

MAJOR EMPLOYING INDUSTRIES

The employing industry is county government.

OTHER INFORMATION

Hours: Employees in this occupation work 40/hours week.

Vacancies: All vacancies reported for the last 12 months (13% of total employment) were due to the creation of new positions. Promotion from this occupation is to sergeant, lieutenant, or captain.

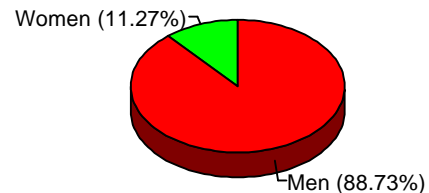
Recruitment: Recruitment for this occupation is through current employees' referrals, newspaper advertisements, unsolicited applicants, in-house promotion or transfer, and the Employment Development Department.

Unionization: This occupation is unionized.

Gender: Almost all employees in this occupation are men, but some are women.

Gender

Sheriffs and Deputy Sheriffs



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 377.263-010 Sheriff, Deputy; 377.363-010 Deputy Sheriff, Grand Jury; 377.667-014 Deputy Sheriff, Building Guard; 377.667-018 Deputy Sheriff, Civil Division.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #457

DRAFTERS

DEFINITION

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

(OES 225140)

Alternate titles reported by employers include: *CAD Operator, CADD Designer, Space Planner, Computer Draftsperson.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Some recent hires have an AA degree; some are high school graduates or equivalent; some have a Bachelor's degree; few have college but no degree.

Experience and Qualifications: All firms at least sometimes require 6 to 60 months of related work experience, but will at least sometimes accept training in lieu of experience. Most firms seek workers with computer-assisted design (CAD) skills, especially AUTOCAD and/or SOFTDESK. Most also seek workers with word processing skills; many seek spreadsheet skills; some seek database skills. All responding firms prefer fluency in English and some also prefer fluency in Spanish.

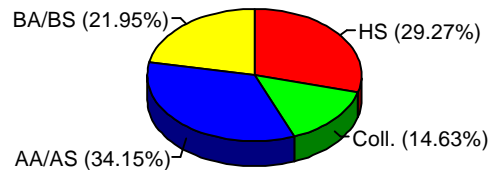
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Computer assisted design (CAD) skills; Drafting skills; Knowledge of geometry; Knowledge of trigonometry; Freehand drawing skills; Ability to read blueprints; Mechanical drawing skills.

Personal or Other - Ability to work independently; Willingness to work with close supervision.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Education of Recent Hires

Drafters



Rated as **VERY IMPORTANT**: Industrial design skills; Ability to write effectively.

Other qualifications reported by employers include: On-time performance; 3-D design perception; Sketch to design ability.

New Skills: Most employers surveyed indicate an increasing need for up-to-date computer skills.

Obsolete: Listed as becoming obsolete are manual drafting, pencil/mechanical drawing, earlier CAD versions.

Training: Some employers require 6 to 60 months of academic preparation and training. Training is available at local community colleges and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Medium (190-210)

EMPLOYMENT TRENDS

Slower than average growth (10.5%)

Most firms report growth in occupational employment during the last year; some report that employment remained stable. Many predict growth over the next three years and many predict that employment will remain stable over this period.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is somewhat difficult to find fully experienced and qualified workers and to find inexperienced workers.

DRAFTERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$6.00 to \$16.00/hr	Median: \$10.00/hr
New Hires, Experienced:	\$10.00 to \$16.00/hr	Median: \$12.50/hr
Experienced, 3 Yrs w/Firm:	\$12.00 to \$26.25/hr	Median: \$18.00/hr

Almost all firms provide fringe benefits to full-time workers. All of those who do provide benefits provide medical insurance, paid vacations. Almost all provide paid sick leave. Many provide dental insurance. Some provide life insurance, retirement plans, vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: engineering firms, industrial manufacturers, architectural firms, industrial design firms, construction firms, temporary help agencies.

OTHER INFORMATION

Hours: Almost all work full-time, averaging 40 hours/week. Few temporary/on call and seasonal opportunities, averaging 40 hours/week.

Vacancies: Most vacancies result from creation of new positions. Few are due to employees leaving, promotions, or temporary hires. Most firms promote from this occupation, but some do not promote.

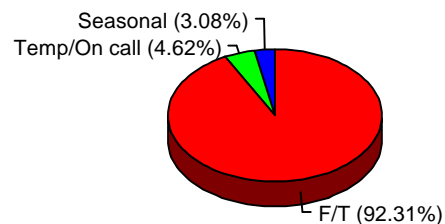
Recruitment: Most firms recruit through current employees' referrals. Many recruit through public school or program referrals, newspaper advertisements. Some recruit through the Employment Development Department, in-house promotion or transfer, hire unsolicited applicants. Few recruit through private school referrals, private employment agencies, or other, e.g., job fairs.

Unionization: This occupation is not unionized.

Gender: Most employees in this occupation are men and some are women.

RELATED D.O.T. OCCUPATIONAL TITLES Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: **Drafter**, 001.261-010 Architectural, 001.261-014 Landscape, 003.281-010 Electrical, 003.281-014 Electronic, 005.281-010 Civil, 005.281-014

Employment Status Drafters



Structural, 007.261-018

Patent, 007.261-022 Tool Design, 007.281-010 Mechanical, 010.281-010 Directional Survey, 010.281-014 Geological, 010.281-018 Geophysical, 017.261-026 Commercial, 017.261-030 Detail, 017.261-034 Heating and Ventilating, 017.261-038 Plumbing, 017.261-042 Automotive Design, 017.281-018 Assistant; 003.261-014 **Controls Designer**; 003.261-018 **Integrated Circuit Designer**; 003.261-022 **Printed Circuit Designer**; 007.161-018 **Engineering Assistant, Mechanical Equipment**; 017.261-014 **Design Drafter, Electromechanisms**; 017.281-014 **Drafter Apprentice**; 017.281-034 **Technical Illustrator**; 726.364-014 **Test Fixture Designer**.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #4, #189, and #338

INSTRUCTIONAL AIDES

DEFINITION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils. **(OES 315211)** Alternate titles reported by employers include: *Classroom Assistant, Instructional Assistant*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires are high school graduates or equivalent; few have college but no degree.

Experience and Qualifications: Some employers usually require 6 to 12 months of related work experience. Some sometimes require work experience and some never require experience. All employers at least sometimes accept training in lieu of experience. Many employers seek workers with computer word processing skills and some seek skills in desktop publishing. All responding employers prefer fluency in English and most prefer fluency in Spanish also.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

Technical - Ability to apply teaching techniques; Ability to operate audiovisual equipment; Oral reading skills; Ability to write effectively; Ability to administer emergency first aid; Possession of an Early Childhood Development Certificate; Classroom management skills.

Personal or Other - Ability to handle crisis situations; Willingness to work with close supervision; Ability to work independently; Ability to exercise patience; Understanding of a variety of cultures.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills; Basic math skills.

Rated as **VERY IMPORTANT:** Knowledge of early childhood development; Record keeping skills.

Other qualifications reported by employers include: Clearance of Criminal Record Check and Tuberculin Test; Sense of humor; Flexibility; Experience with groups of children.

New Skills: Employers indicate that more skills in use of computers and electronic media will be needed in the future. Also listed are bilingual skills, ability to work with multiple ethnic group/cultures, understanding of child development **Obsolete:** Skills listed as becoming obsolete are use of ditto machine, mimeograph, shorthand.

Training: Formal training is not required by employers surveyed; however, training is available at local community colleges.

SIZE OF OCCUPATION

Very large (2,020-2,420)

EMPLOYMENT TRENDS

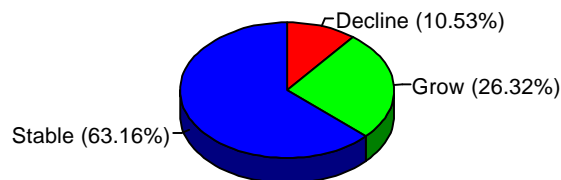
Faster than average growth (19.8%)

Most employers report that occupational employment remained stable during the last year, and some report growth. Most employers predict that over the next three years employment will remain stable; some predict growth; few predict decline.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers, and little difficulty in finding inexperienced workers.

Projected Employment - Next 3 Years
Instructional Aides



INSTRUCTIONAL AIDES (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Union

New Hires, No Experience:	\$6.00 to \$9.27/hr	Median: \$7.50/hr
New Hires, Experienced:	\$6.82 to \$9.39/hr	Median: \$7.78/hr
Experienced, 3 Yrs w/Firm:	\$7.14 to \$10.41/hr	Median: \$8.64/hr

Nonunion

New Hires, No Experience:	\$6.00 to \$8.50/hr	Median: \$6.81/hr
New Hires, Experienced:	\$6.00 to \$11.00/hr	Median: \$7.42/hr
Experienced, 3 Yrs w/Firm:	\$6.00 to \$14.00/hr	Median: \$7.42/hr

Almost all employers provide fringe benefits; few do not. **Full-time:** Of employers providing benefits, almost all provide medical insurance, dental insurance, vision insurance, paid sick leave to full-time workers. Most provide retirement plans, paid vacations, life insurance. **Part-time:** Many employers provide paid sick leave, paid vacations, retirement plans to part-time workers. Some provide medical insurance, dental insurance, vision insurance. Few provide life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: public school districts, county offices of education, private schools, community colleges.

OTHER INFORMATION

Hours: Almost all work part-time, averaging 16 hours/week. Few temporary/on call opportunities, averaging 11 hours/week, and few full-time opportunities, averaging 30 to 37 hours/week.

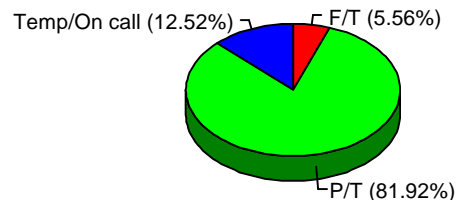
Vacancies: Most vacancies occur through employees leaving; few are due to promotions, new positions, or temporary hires. Most employers promote from this occupation to teacher (with certificate). Some do not promote.

Recruitment: Most employers recruit through newspaper advertisements, current employees' referrals. Many recruit through in-house promotion or transfer, and/or the Employment Development Department. Some recruit through public school or program referrals, private school referrals, and/or hire unsolicited applicants. Few use private employment agencies.

Unionization: Almost all workers are union members; few are nonunion.

Gender: Almost all employees in this occupation are women; few are men.

Employment Status Instructional Aides



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are 099.327-010 Teacher Aide I and 249.367-074 Teacher Aide II.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #502

PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE

DEFINITION

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric. **(OES 874020)**

Alternate titles reported by employers include: *Wallpaper Hangers, Engineer, Assistant Painter, Prep Painter, Journeyman Painter, Maintenance, Crafts Worker I, Skilled Trade Technician.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent. Few have college but no degree and few have less than a high school diploma. **License:** Workers in this occupation who meet the following requirements may obtain a Contractor's License from an office of the Contractors' State License Board: (1) Four years journey level work experience within the last ten years, (2) Pass a three-hour trade test and a three-hour business operation test, and (3) Post a \$7,500 License Bond. The fee for the Application is \$250.00 and the License fee is \$150.00. Renewal is required every 2 years, for which the fee is \$300.00.

Experience and Qualifications: Almost all firms usually require 12 to 60 months of related work experience, but will sometimes accept training in lieu of experience. Computer skills are not being sought by responding employers. Almost all responding employers prefer fluency in English.

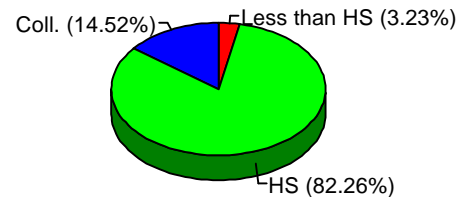
Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT:** **Technical** - Knowledge of paints and related chemicals; Surface preparation skills; Spray painting skills.

Physical - Ability to stand continuously for 2 or more hours; Ability to lift at least 50 lbs. repeatedly; Ability to tolerate dust and paint fumes; Ability to work from ladders and scaffolds; Possession of good color perception.

Personal or Other - Ability to pay attention to detail; Ability to work independently;

Education of Recent Hires

Painters and Paperhangers



Willingness to work with close supervision; Possession of a reliable vehicle; Customer service skills.

Basic - Ability to read and follow instructions; Oral communication skills.

Rated as **VERY IMPORTANT:** Basic math skills; Ability to write legibly; Ability to use and read a tape measure; Brush painting skills; Roller painting skills; Drywall installation and repair skills. **Other qualifications** reported by employers include: Arrive at work on time; Be neat in personal appearance; Reliability and Dependability; Honesty. **New Skills:** Skills in computer electronics, use of specialty coatings, and handling of hazardous materials are listed by employers as significant for future hires.

Training: Some firms require 12 to 48 months of training. Training is available locally through unions and local private schools.

SIZE OF OCCUPATION

Medium (210-240)

EMPLOYMENT TRENDS

Average growth (14.3%)

Most firms report that occupational employment remained stable during the last year. Some report decline; few report growth. Most predict that employment will remain stable over the next three years, but some predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers, but little difficulty in finding inexperienced workers.

PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Nonunion

New Hires, No Experience:	\$6.00 to \$15.00/hr	Median: \$7.50/hr
New Hires, Experienced:	\$6.50 to \$15.00/hr	Median: \$12.00/hr
Experienced, 3 Yrs w/Firm:	\$10.50 to \$19.50/hr	Median: \$15.00/hr

Union

New Hires, No Experience:	\$7.75 to \$14.31/hr	Median: \$11.46/hr
New Hires, Experienced:	\$7.75 to \$14.31/hr	Median: \$12.04/hr
Experienced, 3 Yrs w/Firm:	\$11.39 to \$20.30/hr	Median: \$14.31/hr

Almost all firms provide fringe benefits. **Full-time:** Of firms providing benefits, all provide medical insurance to full-time workers. Almost all provide dental insurance. Most provide retirement plans, life insurance, paid sick leave, paid vacations. Many provide vision insurance. **Part-time:** Some firms provide paid sick leave, paid vacations to part-time workers. Few provide medical insurance, dental insurance, vision insurance, life insurance, retirement plans.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: painting contractors, construction firms, hotels, public school districts, property management firms, public housing authorities.

OTHER INFORMATION

Hours: Almost all work full-time, averaging 38 hours/week. Few temporary, on call opportunities, averaging 27 hours/week, and few part-time opportunities, averaging 24 hours/week.

Vacancies: Many vacancies occur through employees leaving. Some result from new positions, temporary hires. Few result from promotions. Most firms promote to lead or management positions, but some do not promote.

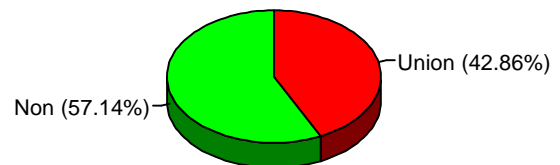
Recruitment: Most firms recruit through current employees' referrals, newspaper advertisements, in-house promotion or transfer. Many recruit through the Employment Development Department. Some hire unsolicited applicants. Few recruit through public school or program referrals.

Unionization: Many workers are nonunion, but many are union members.

Gender: All workers reported by employers are men.

Union Membership

Painters and Paperhangers



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is: 840.381-010 Painter.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #148

SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES - EXCEPT RETAIL

DEFINITION

Sales Representatives, Scientific and Related Products and Services, sell products or services requiring scientific or similar knowledge for wholesalers or manufacturers. This knowledge is in areas such as biology, engineering, chemistry, and electronics, and is normally obtained from 2 or 3 years of post secondary education or its equivalent. They sell products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals, and precision instruments. Sales Representatives in retail sales, or those who must have a technical background equivalent to a bachelor's degree in engineering are not included. **(OES 490050)** Alternate titles reported by employers include: *Sales Associate, Outside Sales Representative, Inside Sales Person, Sales/Technical Support Representative, Account Manager.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires have some college but no degree; some have an AA degree.

Experience and Qualifications: All firms at least sometimes require 6 to 120 months of related work experience. Almost all will at least sometimes accept training in lieu of experience. Many employers seek workers with computer spreadsheet, word processing, database skills. All responding employers prefer fluency in English and most prefer fluency in Spanish.

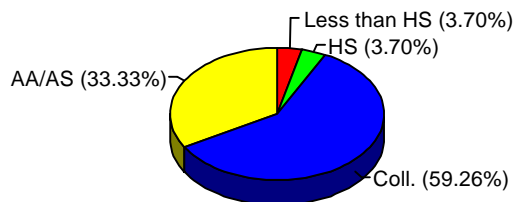
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

Technical - Ability to apply sales techniques; Verbal presentation skills; Ability to perform advanced mathematical computations.

Personal or Other - Customer service skills. Rated as **VERY IMPORTANT**: Telephone sales skills; Possession of a valid driver's license; Ability to demonstrate knowledge of specific products; Ability to work independently; Ability

Education of Recent Hires

Sales Representatives, Scientific



to read and follow instructions; Ability to write legibly; Possession of a good DMV driving record; Report writing skills; Record keeping skills; Ability to prepare and arrange sales contracts; Understanding of inventory techniques; Ability to write effectively; Possession of a reliable vehicle.

Other qualifications reported by employers include: Personable personality; Interpersonal communication skills.

New Skills: Many employers report that the need for general and specific computer skills and skills in communication/networking will increase.

Training: Many firms require 3 to 60 months of training. Training is available locally at community colleges and other college and university programs.

SIZE OF OCCUPATION

Medium (160-180)

EMPLOYMENT TRENDS

Slower than average growth (12.5%)

Many firms report that occupational employment remained stable during the last year, and many report growth. Most firms predict growth over the next three years due to increased business, but some predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding both fully experienced and qualified workers and inexperienced workers.

SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES - EXCEPT RETAIL (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Commissions are included; however, commissions offered vary widely by industry.

New Hires, No Experience: \$5.50 to \$33.50/hr Median: \$14.38/hr

New Hires, Experienced: \$6.50 to \$48.00/hr Median: \$15.34/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$59.50/hr Median: \$23.57/hr

Almost all firms provide fringe benefits to full-time workers in this occupation. Of these, all firms provide medical insurance, paid vacations. Almost all provide paid sick leave. Most provide dental insurance. Many provide life insurance, retirement plans, vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: manufacturing firms, computer hardware and software firms, electrical distributors, petroleum distributors, wholesale printers, agricultural suppliers.

OTHER INFORMATION

Hours: Almost all workers are full-time, averaging 43 hours/week.

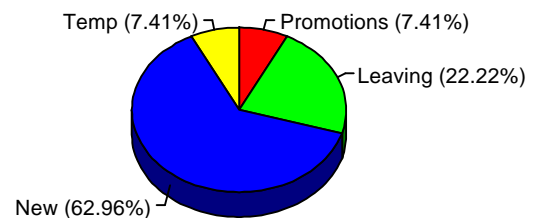
Vacancies: Most vacancies result from new positions. Some occur through employees leaving. Few result from promotions or temporary hires. Most firms promote to management positions; some do not promote.

Recruitment: Most firms recruit through current employees' referrals. Many hire unsolicited applicants, and/or recruit through in-house promotion or transfer, newspaper advertisements. Some recruit through private employment agencies. Few recruit through public school or program referrals, or through the Employment Development Department.

Unionization: This occupation is not unionized.

Gender: Almost all employees in this occupation are men; few are women.

Source of Filled Vacancies Sales Representatives, Scientific



RELATED D.O.T. OCCUPATIONAL TITLES

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 262.157-010

Pharmaceutical Detailer; 276.257-022

Salesperson, Surgical Appliances; Sales

Representative, 262.357-010 Chemicals and

Drugs, 262.357-022 Water-Treatment

Chemicals, 271.257-010 Communication
Equipment,

271.352-010 Radiographic Inspection

Equipment, 271.352-014 Ultrasonic Equipment,

271.357-010 Electronics Parts, 273.357-010

Aircraft Equipment, 274.357-054 Metals,

275.257-010 Computers and EDP Systems,

276.357-014 Precision Instruments.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #542**

WHOLESALE AND RETAIL BUYERS - EXCEPT FARM PRODUCTS

DEFINITION

Wholesale and Retail Buyers buy merchandise or commodities (other than farm products) for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. They analyze past buying trends, sales records, and the price and quality of merchandise to determine value and yield.

Buyers select, order, and authorize payment of merchandise according to contractual agreements. They may conduct meetings with sales personnel and introduce new products.

Assistant Buyers are included. **(OES 213020)**

Alternate titles reported by employers include: *Buyer, Purchasing Agent.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Some recent hires have a Bachelor's degree; some have an AA degree; some have college but no degree.

Experience and Qualifications: Most firms usually require 6 to 60 months of related work experience. Most will sometimes accept training in lieu of experience. All responding employers prefer fluency in English; some also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

Technical - Business math skills; Supervisory skills; Ability to follow purchasing procedures; Understanding of inventory techniques; Ability to demonstrate knowledge of specific products; Record keeping skills; Verbal presentation skills; Telephone answering skills; Ability to write effectively.

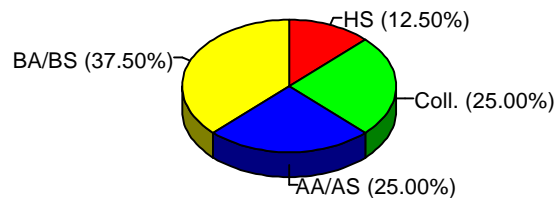
Personal or Other - Public contact skills; Ability to work independently; Ability to work under pressure.

Basic - Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

Rated as **VERY IMPORTANT:** Willingness to work with close supervision; Knowledge of economic principles; Completion of marketing courses.

Education of Recent Hires

Wholesale and Retail Buyers



Other qualifications reported by employers include: All-around team player; Strong organizational skills; Customer service skills.

New Skills: New skills employers report will be sought in the future are: bar coding, computer skills (including word processing, spreadsheet, database), organizational skills, Internet/communication skills.

Training: Few firms require 12 to 48 months of training. Training is available locally at community colleges and other college and university programs.

SIZE OF OCCUPATION

Medium (160-180)

EMPLOYMENT TRENDS

Slower than average growth (12.5%)

Almost all firms report that occupational employment remained stable during the last year; few report growth. Many predict that employment will remain stable over the next three years, and many predict growth. Few predict decline.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers and in finding inexperienced workers.

WHOLESALE AND RETAIL BUYERS - EXCEPT FARM PRODUCTS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$7.00 to \$37.50/hr	Median: \$11.00/hr
New Hires, Experienced:	\$8.00 to \$37.50/hr	Median: \$12.00/hr
Experienced, 3 Yrs w/Firm:	\$9.00 to \$37.50/hr	Median: \$15.00/hr

Almost all employers provide medical insurance, paid vacations to full-time workers. Most provide dental insurance, paid sick leave. Many provide retirement plans, vision insurance, life insurance. Few provide child care.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: manufacturing firms, wholesale distributors, department stores, other retail firms.

OTHER INFORMATION

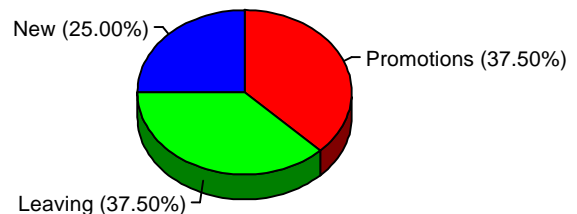
Hours: Workers in this occupation are full-time, averaging 42 hours/week.

Vacancies: Some vacancies result from promotions; some from employees leaving; some from creation of new positions. Most firms promote from this occupation to management positions, but some do not promote.

Recruitment: Almost all firms recruit through in-house promotion or transfer. Most recruit through current employees' referrals. Many recruit through newspaper advertisements. Few use private employment agencies or hire unsolicited applicants.

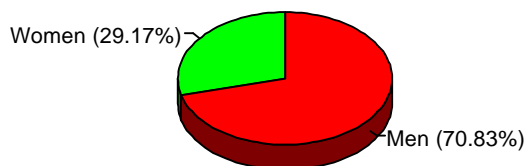
Source of Filled Vacancies

Wholesale and Retail Buyers



Gender

Wholesale and Retail Buyers



Unionization: This occupation is not unionized.

Gender: Most employees in this occupation are men, but some are women.

RELATED D.O.T. OCCUPATIONAL

TITLES Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are 162.157-018 Buyer and 162.157-022 Buyer Assistant.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #118

SURVEY METHODOLOGY

OCCUPATION SELECTION

The following process was used to select the occupations to be included in this study. Initially, criteria were identified by the Monterey County Private Industry Council (PIC) staff to choose the list of occupations to be surveyed. The criteria were

- **the occupations have a substantial employment base in the county;**
- **a majority of the occupations to be surveyed should typically require formal training of two years or less.**

For the first of these two criteria (substantial employment base) occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Monterey County. Using these tables, occupations that showed strong projected growth rates and those that were expected to have sizable replacement needs were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations and members of the Private Industry Council. From the input of these organizations, occupations were dropped and others added and a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupations.

DEFINITION OF OCCUPATIONS

An occupation is the name or title of a job that identifies the various activities and functions of a worker; i.e., occupations represent what workers do. The method for classifying jobs used in this Program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include the following: *Drafters*, *Instructional Aides*, and *Pharmacy Technicians*. One occupation which does not have an OES code, *Massage Therapists*, was included in the study among several relatively small, but *emerging* occupations selected for survey.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups. Some examples are agriculture, construction, manufacturing, and retail trade, which contain several hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products they produce or services they provide.

EDD staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A medical secretary would generally work for a firm which is classified in the health services category; whereas a typist may be scattered across several industries--health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by PIC staff and employers were added and deleted, as appropriate, to obtain an optimum sample of 40 employers, wherever possible. Some occupations were found to be smaller in number of local employers.

QUESTIONNAIRE DEVELOPMENT

Separate questionnaires were developed for each of the occupations. EDD developed a generic framework of questions to be asked, and the local partner developed skills and preferred language questions for all occupations. The questions were reviewed by PIC staff, prior to beginning the survey. (See Sample Questionnaire in the Appendix.)

SURVEY PROCEDURES

PIC staff used the following survey procedures:

Staff began by attempting to obtain phone numbers for each employer on the final list of employers proposed for the study. Many employers were eliminated from the list at this time because they were no longer in business, or a local address or phone number could not be verified without extraordinary efforts.

Selected employers were mailed a questionnaire with a letter from the PIC Labor Market Information (LMI) Coordinator and a stamped return envelope.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone to encourage them to return the questionnaire and were given the opportunity to complete the questionnaire by telephone, if preferred, at that time or to be called back at a time they designated.

All surveys were reviewed by the LMI Coordinator to monitor accuracy and completeness. Employers were contacted if the answers were unclear or conflicted with other answers for information obtained on the occupation.

In addition to contacting employers, the PIC staff contacted labor unions, employment agencies, training providers, etc., to learn about a specific occupation.

TABULATION AND RESULTS

The survey responses were entered into a database and tabulations were generated on computer software provided by EDD, with the exception of skills and languages data.

From those tabulations the data were analyzed and the final Occupational Summaries were prepared by an experienced member of the PIC staff. Each Occupational Summary provides information on training and hiring requirements, occupational size, employment trends, supply/demand assessment, wages, and fringe benefits, and other information. Specific employer information is, and will remain, strictly confidential.

